
Family Separation Allowance (Multiple Entry)

Introduction:

This section provides the procedures for starting, changing, and stopping FSA. This entitlement is paid to active duty members with dependents that are separated from their family members due to shipboard duty, temporary additional duty, or assignment to restricted duty.

Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

Single Entries

To make entries for few members or to make corrections and deletions, click [here](#) for instructions on making single entries.

Procedure:

FSA-R starts on the date the member departed from the permanent duty station or first day of authorized travel time, whichever, is later. Before preparing an entry to start FSA-R, however, you must wait until the Permanent Change of Station reporting entry has processed in JUMPS; otherwise, the reporting entry will terminate FSA entitlement.

Start CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Family Separation Allowance.

1 [Select](#) Menu items in the following order.

[Home](#) > [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Manage Multiple Entitlements**

The Multiple Entitlement Panel appears as shown below.

Multiple Entitlements

Entitlement to Administer

Earnings Code: [] Start Date: [] Stop Date: []

Earnings Type: []

Selection Criteria

Department: AUSCG [] [] ☒ Enlisted ☒ Active ☒ Officer ☒ Reserve

☒ Include Parent and Sub Departments

Refresh List Select All Unselect All

Selected	Name	Short Description	Employee Classification	Salary Grade	Department	EmplID	Empl Rcd Mtn
1						10	


Save!

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Complete the “Entitlement to Administer” fields as outlined below.

Warning! Mistakes will require extensive single entry rework!!

Please Double Check Your Work Before Saving!

Type “FSA” in the Earnings Code field shown below or use the magnifying glass  to search and select the Family Separation Allowance Earnings Code.








Entitlement to Administer

*Earnings Code:  Start Date:  Stop Date: 

*Earnings Type: 

Complete the remaining fields as outlined below.








Field	Action
Start Date	Use the calendar button  to <u>select</u> the desired date or enter the start date in MMDDYYYY format.  <u>Leave this field blank when stopping continuous FSA.</u>
Stop Date	Use the calendar button  to <u>select</u> the last date of entitlement or enter the stop date in MMDDYYYY format. This field can be future dated.  <u>Leave this field blank when entering continuous FSA.</u>
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.
Earnings Type Description	Pre-filled. Ensure the proper earnings type is shown.

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Complete the “Selection Criteria” fields as outlined below.

Selection Criteria			
Department:	AUSCG		
	<input checked="" type="checkbox"/> Enlisted	<input checked="" type="checkbox"/> Active	
	<input checked="" type="checkbox"/> Officer	<input checked="" type="checkbox"/> Reserve	
<input checked="" type="checkbox"/> Include Parent and Sub Departments			

Field	Action
Department	<p>There are 2 lookup boxes located next to Department...</p> <p>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</p> <p>Department: AUSCG  </p> <p></p> <p><u>Type</u> the Department Code in the 2nd block shown below or use the  to search and <u>select</u> from a listing of available codes.</p> <p>Department: AUSCG  </p> <p></p>
Enlisted	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.
Active	Always leave this item checked.
Officer	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.
Reserve	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.
Include Parent and Sub Departments	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.

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[Click](#) the [Refresh List](#) button. A listing of personnel meeting the criteria in the previous step appears in the table below.

Find < 1 of 1 >									
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr	
1	<input type="checkbox"/>	Planitz, Mark A.	YNC	Regular	E7	000620	1080807	0	+ -



Clicking on this button in later steps will undo all changes.

5

Select Entries to be Processed...

[Click](#) the [Select All](#) button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.

Find < 1 of 1 >									
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr	
	<input checked="" type="checkbox"/>	Planitz, Mark A.	YNC	Regular	E7	000620	1080807	0	+ -

A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.

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Removal of Entries From Being Processed...


[Review the list](#) and [click](#) the ☒ box to remove appropriate entries. A blank box ☐ indicates that an entry will not be generated upon saving. The [-](#) button can be used to remove an entire row and gain the same effect.


The [Unselect All](#) button can be used to remove all entries if desired.







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Add Others Not Listed...

Click the  button in any row to add a blank row.

Next, type the member's employee identification number in the block shown below or use the magnifying glass  to search and select individuals from a list.

Find < 1-2 of 2 >									
	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr	
1	<input checked="" type="checkbox"/>	Planitz, Mark A.	YNC	Regular	E7	000620	1080307 	0	 
2	<input type="checkbox"/>							0	 


Next, click on the empty box located in the Selected column so an entry will be generated upon saving.

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Carefully review your work one last time to ensure there are no mistakes before saving.

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Click the  button.

End